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**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9628  
Fax (978) 264-9630

**Recreation Department**

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# MEMO

DATE: December 15, 2011  
TO: Steve Ledoux Town Manager  
FROM: Maura Haberman  
RE: Donation Acceptance – Dunkin' Donuts of Acton      \$500 Fiscal  
\$389.90 Product Value  
**Total Value: \$889.90**

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For your acceptance, a fiscal donation has been pledged in the amount of \$500 on behalf of Dunkin' Donuts of Acton, located at 299 Main Street, Acton, MA, and a product valued at \$389.90 has been pledged for next year's Cemetery Tour.

This donation was pledged for the following 2012 events:

1. **Winter Carnival (acct #3751):** \$500 donation
2. **Halloween Cemetery Tour 2012:** Product donation of refreshments  
100 Cups Urn of Coffee = \$105  
50 Cups Urn of Coffee = \$55  
5 Boxes of 50 Munchkins = \$6.99 x 5 = \$34.95  
= \$194.94 x 2 days = **\$389.90**

The fiscal donation will be used to support Winter Carnival event activities and free product distributed for Halloween event.

Thank you.